



Minutes of the Brize Norton Parish Council meeting held on Monday 7 th March 2022 at 7.30pm at the Sports Pavilion, Brize Norton		
341/22	<p><u>PRESENT</u> Cllr Way – Chairman, Cllr Glazier - Vice-Chair, Cllr Goble, Cllr Squire, Cllr Golding, Cllr Postan (WODC), Cllr Field-Johnson (OCC) & Jo Webb – Clerk.</p> <p>Member of the public – Adrian State.</p>	<u>ACTION</u>
342/22	<p>1. <u>APOLOGIES</u> Cllr Bamber.</p>	
343/22	<p>2. <u>DECLARATIONS OF INTEREST</u> There were no declarations of interest.</p>	
344/22	<p>3. <u>CO-OPT A NEW COUNCILLOR</u> Cllr Squire proposed to co-opt Adrian State as our new Councillor. Cllr Golding seconded, all Councillors agreed and the motion was passed. Registration of interests and declaration of acceptance of office were signed. Welcome to Cllr State.</p>	Clerk to send signed forms to WODC
345/22	<p>4. <u>MINUTES</u> The minutes of the Parish Council meeting on Monday 7th February 2022 were agreed and signed.</p> <p>Cllr Squire proposed and Cllr Golding seconded. All Councillors agreed and the motion was passed. Cllr Way signed the minutes.</p>	Clerk to scan and post minutes to website
346/22	<p>5. <u>PUBLIC PARTICIPATION</u> No members of the public attended the meeting this evening.</p>	
347/22	<p>6. <u>DISTRICT AND COUNTY COUNCILLORS' REPORTS</u> The County Council report has been circulated to all Councillors. The closure of Station Road after storm Eunice was discussed. 20s Plenty - we are currently in a queue for this; there is no timetable as to when we may be approved.</p> <p>WODC - The electricity power cables have been installed underground in the north west corner of Kilkenny Lane Country Park so the trench can</p>	

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	<p>now be reinstated and the overhead cables and associated poles can be removed to facilitate the completion of the new housing.</p> <p>Attenuation Ponds - Cllr Postan has been in contact with Lawrence King regarding this. It has been suggested that a meeting with Lawrence King, WODC designers and the Bloor Homes designers should be arranged to move this forward. Cllr Postan will contact the Clerk with proposed meeting dates.</p> <p>8.15pm - Cllr Field-Johnson & Cllr Postan left the meeting.</p>	
348/22	<p><u>7.1 RECORD OF COUNCILLORS' MEETINGS</u></p> <p>Cllrs Way, Goble, Squire & Golding attended a meeting with Gentian Properties Ltd on 11th February regarding the Brize Meadow retail area. Minutes have been circulated to all Councillors. Councillors need to discuss the Gentian policy for community funding that Cllr Goble circulated.</p>	All Cllrs to review policy for community funding
349/22	<p><u>7.2 RECORD OF COUNCILLORS' MEETINGS</u></p> <p>Cllrs Way, Goble, Squire and Bamber attended a meeting with Savills on 14th February regarding lease land. Cllr Bamber will circulate minutes. The Council awaits Savills' response.</p>	Cllr Bamber to circulate minutes
350/22	<p><u>7.3 RECORD OF COUNCILLORS' MEETINGS</u></p> <p>Cllr Way & the Clerk attended a WODC pre election briefing on 16th February. The Clerk is being sent the nomination forms and will let Councillors know when they arrive. Cllr Way put an article in the newsletter advising residents of the elections and advising them to contact the Clerk if they are interested in joining the Council.</p>	Clerk to advise when nomination forms are received
351/22	<p><u>7.4 RECORD OF COUNCILLORS' MEETINGS</u></p> <p>The Clerk attended year end finance training with OALC on 16th February.</p>	
352/22	<p><u>7.5 RECORD OF COUNCILLORS' MEETINGS</u></p> <p>Cllr Glazier has investigated how Burford's and Bampton's Newsletters are collated and printed and his notes have been circulated. Cllr Glazier was asked for further information regarding advertising costs. Cllr Way is continuing to collate information with regards to our own newsletter. Once all information has been received and discussed, a decision is to be taken as to how we move forward in order to save money.</p>	
353/22	<p><u>7.6 RECORD OF COUNCILLORS' MEETINGS</u></p> <p>Cllrs Goble, Squire and Golding attended a meeting with Insight on 22nd February regarding the Elder Bank Hall extension. Cllr Goble will chase up Insight for the return of the RIBA contract.</p>	Cllr Goble to chase Insight
354/22	<p><u>7.7 RECORD OF COUNCILLORS' MEETINGS</u></p> <p>Cllrs Way, Goble, Glazier, Golding & Bamber attended a meeting with RAF Brize Norton on 24th February regarding the Radar Tower. Minutes</p>	Clerk to follow up with

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	have been circulated and queries with the planning conditions have been sent to WODC. The Clerk will chase this up.	Giles Hughes at WODC
355/22	<p>8.1 CHAIRMAN'S REPORT</p> <p>Storm Eunice – 19 February 2022</p> <p>Highlighted that OCC's Emergency Response Plan failed to recognise that the risk from debris from the Hanger was in our Parish and not Carterton. The first we knew of it was when NF-J, our OCC forwarded an email to the Chairman.</p> <p>The PC has written to OCC, Publica and RAFBN regarding the flaws and requested a meeting so that should there be a major incident in the future, all ERPs align.</p> <p>The hard road closure put in place has completely failed due to OCC not supplying correct signage:</p> <ul style="list-style-type: none"> a) No diversion signs were put up b) No access to residents and businesses were displayed. <p>Some businesses have reported that they have lost money.</p> <p>Although daily conversations have taken place between BNPC and the Emergency Planning Officer, no further action has taken place apart from written updates to say that the road remains closed. BNPC has put up a statement on our website and social media informing the community of the situation to alleviate the negative comments being made.</p> <p>Neighbourhood Watch Scheme</p> <p>After nine months, James Stewart has finally got the NWS up and running and is now looking to promote awareness and encourage members of the community to join. Go to https://www.ourwatch.org.uk/ please type in your postcode in "Find a local scheme".</p> <p>Details will be uploaded to our website and social media in the coming weeks.</p> <p>Social Media and Website</p> <p>Since July 2021 both our BNPC website and the Brize Norton Village Facebook page has shown rapid growth.</p> <p><u>Websites:</u></p> <p>Brize Norton Parish Council: Monthly visits in July 2021 was 386, in February 2022 it rose to 463 (up 20%)</p> <p>Brize Norton Neighbourhood Plan: Monthly Avg visits - July 2021 was 18, February 2022 was 34 (up 89%)</p> <p><u>Social Media:</u></p> <p>Facebook@brizenortonvillage Page likes in July 2021 was 697, in February 2022 it was 1052 (up 51%) Page reach in July 2021 was 5878, in February 2022 it was 12,586 (up 153%)</p> <p>Twitter – currently has 76 followers (no archive data) Instagram- currently has 111 followers (no archive data)</p>	
356/22	8.2 COMMITTEE REPORTS - NEIGHBOURHOOD PLAN STEERING GROUP	

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	Cllr Goble's report has been circulated to all Cllrs. Cllr Goble would like to take us through the Neighbourhood Plan; a separate meeting will be arranged.	
357/22	<u>8.3 COMMITTEE REPORTS - BRIZE MEADOW DETAILED PLANNING SUB-COMMITTEE</u> Cllr Goble's report has been circulated to all Cllrs.	
359/22	<u>9.1 DISCUSSION AND DECISIONS – GRASS CUTTING</u> Cllr Squire produced a spreadsheet of the grass cutting tenders received. A discussion took place and Cllr Glazier proposed that the contract be awarded to McCrackens. Cllr Squire seconded, all Councillors agreed so the motion was passed. McCrackens will be asked for their best and final offer based on a 3 year term. Cllr Glazier will contact McCrackens. The Clerk will contact the unsuccessful contractors. It was agreed that the allotment holders will be advised at next month's allotment meeting that if Fred Bellenger gives up mowing the grass, the allotment rent will need to be increased to cover this additional cost. The Clerk will contact BNS&SC to advise them of the additional cost of the cutting of the recreation ground if Fred gives up and a suitable volunteer does not come forward.	Cllr Glazier to contact McCrackens Clerk to contact unsuccessful contractors Clerk to write to BNS&SC
360/22	<u>9.2 DISCUSSION AND DECISIONS – UPDATING WEBSITE</u> More information is needed from Bulldog regarding the App and Jayne Woodward is going to provide a quote for updating social media. To be discussed next month.	
361/22	<u>9.3 DISCUSSION AND DECISIONS – NEWSLETTER</u> Please see minute 352/22.	
362/22	<u>9.5 DISCUSSION AND DECISIONS – PURCHASE OF PORTRAIT AND BOOK</u> Cllr Squire proposed to purchase a 12x10 framed portrait. Cllr Goble seconded, all Councillors agreed so the motion was passed. The Clerk will contact Royal Images to enquire about obtaining an invoice for a BACS payment. It was agreed to purchase a 50 page loose leaf book with an extra 20 page refill at a total cost of £27.98. The Clerk will place an order.	Clerk to order items
363/22	<u>10.1 PROGRESS REPORT – MAINTENANCE</u> The trees on Manor Road have had attention and we may have to lose two. One is leaning over and beyond repair; this will need to be removed and replaced at a later date. The other tree by the bus stop will be monitored to see if there is any growth in the spring. The Pavilion garage door is in need of repair or replacing. Cllr Glazier will arrange for this to be looked at. Cllr Glazier will be arranging for the paint sprayer to be purchased this month.	Cllr Glazier to arrange for garage door to be looked at

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	<p>Gary will be asked to look at the ivy growing through the bus shelter. It was suggested that the bus shelter (Witney direction) could do with screening from puddle spray in the wet. Cllr Glazier will look into getting quotes.</p> <p>Cllrs debated whether the PC should maintain the short section of ProW (Pop Socket) as the official landowner cannot be confirmed. After debate it was agreed by five votes for and one against, in favour of the PC maintaining this for the time being.</p>	Cllr Glazier to look into quotes
364/22	<p><u>10.2 PROGRESS REPORT – QUEENS PLATINUM JUBILEE</u></p> <p>The committee are working on this.</p>	
365/22	<p><u>10.3 PROGRESS REPORT – NEAPS</u></p> <p>Cllrs Way & Golding had a Teams meeting with Cottsway Housing and are going to arrange an onsite meeting.</p>	
366/22	<p><u>10.4 PROGRESS REPORT – ELDER BANK HALL EXTENSION</u></p> <p>Please see minute 353/22.</p>	
367/22	<p><u>11 – PLANNING</u></p> <p>No new planning applications have been submitted (see attached Appendix A).</p>	
368/22	<p><u>12.1 FINANCE – ORDERS FOR PAYMENTS AND PAYMENTS RECEIVED</u></p> <p>Consider payments to be made (see attached Appendix B).</p> <p>An additional invoice for PMP for £367.20 the newsletter printing was approved for payment.</p> <p>Cllr Way and Cllr Glazier or Cllr Squire to arrange online payments.</p>	<p>Payments were approved.</p> <p>Cllr Way/Glazier/Squire to authorise online payments</p>
369/22	<p><u>12.2 FINANCE – BANK RECONCILIATION</u></p> <p>The Clerk has circulated the bank reconciliation (see attached Appendix B) and explained the details to the Council.</p>	
370/22	<p><u>13 CORRESPONDENCE</u></p> <p>The clerk has shared the correspondence with the Council. There were no specific items to highlight.</p>	
371/22	<p><u>14 ITEMS IDENTIFIED FOR JANUARY MEETING'S AGENDA</u></p> <p>(See attached Appendix C)</p>	

There being no further business the Chairman declared the meeting closed at 10.00pm.

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The next Parish Council Meeting will be held on Monday 5th April 2022 at 7.30pm in the Sports and Social Club Pavilion.

APPENDIX A – PLANNING 367/22:

AGENDA ITEM 11

NEW PLANNING APPLICATIONS:

NONE

PENDING PLANNING DECISIONS:

21/04101/FUL	Mr D Bond Kielder 48 Station Road Brize Norton	Erection of a detached dwelling with associated works Registered: 13th January 2022 Respond: 8th February 2022 Under Consideration
21/03830/S73	Mr Park-Pearson The Old Vicarage Carterton Road Brize Norton	Variation of condition 2 & 3 of planning permission 10/0472/P/FP to allow a reduction in the size of the proposed extension and to allow the use of stone in place of render (part retrospective). Registered 25th November 2021 Respond: 29th December 2021 Awaiting Decision
21/03586/LBC	Ms Lisa Clements 22 Carterton Road Brize Norton	Internal & external alterations to include erection of single storey extension with balcony above together with the painting of all new and existing windows and doors Registered: 8th November 2021 Respond: 4th January 2022 Under Consideration
21/03585/HHD	Ms Lisa Clements 22 Carterton Road Brize Norton	Erection of single storey extension with balcony above Registered: 8th November 2021 Respond: 4th January 2022 Under Consideration
21/03073/HHD	Mr Stuart Finlayson 2 Masons Arms Cottages Burford Road Brize Norton	Erection of a two storey and single storey side extensions Registered: 15th September 2021 Respond: 7th October 2021 Under consideration
21/02727/RES	Mr Andrew Winstone	

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14/0091/P/OP	Bloor Homes	Reserved Matters application for details of appearance, landscaping, layout and scale for the country park, public open space, structural landscaping and allotments following Outline planning permission (14/0091/P/OP). Registered: 16th August 2021 Respond: 6th September 2021 Awaiting decision
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PLANNING APPEAL:

APP/D3125/W/ 21/3274197	C/o Agent Brock Cottage Burford Road Brize Norton	Self-build and/or custom housebuilding plots for 2 detached dwellings. Original planning application 20/01915/OUT Respond: 12th November 2021 Hearing Date: 8th March 2022
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DECIDED PLANNING DECISIONS:

22/00058/HHD	Mr J Hellaby 23 Bellenger Way Brize Norton	Proposed garage to side of property Registered: 12th January 2022 Respond: 10th February 2022 Approved: 21st February 2022
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APPENDIX B – FINANCE 368/22 & 369/22:

AGENDA ITEM 12.1

ORDERS FOR PAYMENT:



Brize Norton Parish Council

PAYMENTS SCHEDULE - FY 2021/2022

SUMMARY PAYMENTS MADE			
Totals to date	Gross Payments	VAT	Nett Payments
	£ 32,766.34	£ 2,456.77	£ 30,309.57

ORDERS FOR PAYMENT

Payment Type	Date Approved	Payee	Details	Invoice number	Ref No.	Gross Amount	VAT	Nett Amount
DD	07/03/2022	Everflow Water	Forecast water use up to 9/4/22	1359486	121/22	£ 160.15		£ 160.15
BACs	07/03/2022	Community First Oxfordshire	Neighbourhood Plan Consulting	364	122/22	£ 2,016.00	£ 336.00	£ 1,680.00
BACs	07/03/2022	OALC	Annual Membership	B00075/2022/4	123/22	£ 269.70	£ 44.95	£ 224.75
BACs	07/03/2022	TCG Advertising	Brize Meadow Brochure	9691	124/22	£ 421.00	£ 26.00	£ 395.00
BACs	07/03/2022	Gary Jarvis	Handyman wages - February		125/22	£ 209.58		£ 209.58
BACs	07/03/2022	Jo Webb	Clerk wages - February		126/22	£ 327.95		£ 327.95
BACs	07/03/2022	HMRC	Tax payable on Clerk's wages - February		127/22	£ 77.40		£ 77.40
BACs	07/03/2022	McCracken	Grass cutting	14042	128/22	£ 370.24	£ 61.71	£ 308.53
BACs	07/03/2022	Chapel Hill Design & Marketing	March Newsletter	CHD-D-004	129/22	£ 390.00		£ 390.00
BACs	07/03/2022	Chapel Hill Design & Marketing	Website Admin	CHD-M-005	130/22	£ 300.00		£ 300.00
Total						£ 4,542.02	£ 468.66	£ 4,073.36

Please note: The Summary of Payments Made at the top of the table shows what BNPC has paid/committed to pay year to date in terms of:

- Gross Payments these are total payments made for goods and services including VAT.
- VAT amount, this is the amount of VAT the Parish Council is able to claim back.
- Net Payments, this is the amount we have paid after VAT is reclaimed and is what is measured in our Budget

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PAYMENTS RECEIVED:

NONE

AGENDA ITEM 12.2

Reconciliation to Bank Account 27/2/22:



BNPC FINANCIAL STATEMENT

27 February 2022

GENERAL INCOME & EXPENDITURE

Balance	01/04/2021	£ 11,728.34	Notes
Less o/standing cheques		£ -	
Add o/standing lodgements		£ -	
		<u>£ 11,728.34</u>	
Receipts		£ 37,121.49	Includes VAT Refund
Payments		£ 32,076.34	Includes VAT to be Refunded
Plus Transfers			
Balance	28/01/2022	<u>£ 16,773.49</u>	VAT Reconciliation o/standing
Plus o/standing payments		£ 3,691.87	Outstanding Items + Orders for Payment
Less o/standing lodgements		£ 133.14	
Cash in Bank	28/01/2022	<u>£ 20,332.22</u>	
Current Account	28/01/2022	£20,332.22	0.00

RESERVES INCOME AND EXPENDITURE

Balance 1/4/2020	£ 21,870.00	WODC funds
Plus Receipts		
Less Transfers		
Current Reserves	<u>£ 21,870.00</u>	

AVAILABLE FUNDS

General Funds	£ 16,773.49	VAT Reconciliation o/standing
WODC Reserves	£ 21,870.00	
TOTAL FUNDS	<u>£ 38,643.49</u>	

*W.A. Way
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APPENDIX C – ADDITIONAL ITEMS FOR FURTHER AGENDAS

371/22:

AGENDA ITEM 14

- Cllr Goble – Neighbourhood Plan
- Cllr Goble – OCC Highways
- Cllr Squire & Cllr Goble – Bloor Homes
- Cllr Squire & Cllr Goble – Elder Bank Hall extension
- Cllr Way & Cllr Golding – NEAPS
- All Cllrs – Queen’s Platinum Jubilee
- All Cllrs – Year End Finance
- All Cllrs - Changing Bank